 โรงพยาบาลราชพฤกษ์ Ratchaphruek Hospital	Document Type : Hospital Policy
	(Department) : Governance, Leadership, Direction
	Revision: 00
Title: Non-Discrimination and Anti-Harassment Policy	Document No. : HP – GLD - 021 Standard Type : GLD
Issue Date: 06 August 2022	Page No. : 1/ 7
Assignment and Person Responsible to Summarize Quality Policies: All Employees and Workers at all levels in Ratchaphruek Hospital Public Company Limited.	
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Provider	Reviewer	Approver
 (MS.CHULARAT SIRISINGH) COMPANY SECRETARY DATE...06.....AUGUST....2022....	 (DOCTOR TEERAWAT SRINAKARIN) CHIEF EXECUTIVE OFFICER DATE...06.....AUGUST....2022....	 (MR.SUDHON SRIYAPANT) CHAIRMAN DATE...06.....AUGUST....2022....


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Schedule of Amendments to this Policy

Revision	Reviewed By	Effective Date	Details of Revision
00	MS.CHULARAT SIRISINGH	06 August 2022	Create a new document

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1. Policy

Ratchaphruek Hospital Public Company Limited or “RPH” recognizes and values difference and diversity in concepts, skills, and experiences of its employees to reinforce their capabilities in driving the Company sustainably. The Company encourages building a “respect for people” working environment and ability to live together on individual differences with no discrimination nor harassment in any forms. The Company therefore determines Nondiscrimination and Anti-Harassment Policy for operations to progress smoothly.

This Policy is the supplement of Human Rights Policy and Diversity and Inclusion Policy which have been issued earlier. It will conform to RPH Code of Conduct and comply with the law, including any declarations and standards which The Company adheres to. The Company shall protect its employees at all levels against discrimination in the zero tolerance approach and harassment in any forms – sexual or non-sexual - with an aim to build safe and happy workplace. The Company will carry out a fair investigation into any discrimination and harassment cases that occurred.


2. Scope

This Policy shall be applied to RPH and Partner Company, well as the joint-ventures can, as appropriate, apply and implement this Policy to be compatible with their respective business.

3. Definitions

Vocabulary	Mean
Company	Ratchaphruek Hospital Public Company Limited
Employee	Employees and Workers at all levels of the Company.
Discrimination	Any different treatment or discrimination or special treatment to an individual or a group of people on the basis of personal characteristics on race, nationality, skin color, ethnicity, family background, belief, religion, social status, sexual orientation, gender, age, physical stature or disability, spoken language, political belief including marital status or any particular features causing discriminatory incidents.
Harassment	behavior which is considered unwelcome, offensive, discriminatory, threatening and hostile (by the harassed Employee) which unreasonably disrupts another person in his/her work. The behavior may not be intentionally done by the offender but it has impact on the harassed employee physically and mentally. It can either be sexual or non-sexual.

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Form of Harassment	<ul style="list-style-type: none"> • Verbal: saying sarcastically, bully, joking, jesting, teasing, instigate, wrong accusation, verbally assaulting words. • Non Verbal / Gesture: staring, leering, impolite hand gesturing, whistling. • Physical: bullying, unnecessarily patting / touching the other’s body, showing pornographic materials, sending threaten messages, any acts that cause the harassed employee to be ashamed, humiliated, or discriminated. <p>Harassment covers both sexual and non- sexual unwelcome conduct or behavior that creates hostile work environment. Sexual harassment relates to gender and sexual orientation and non- sexual harassment associates with personal characteristics or situations, such as race, religion, age, ethnicity, intelligence, disability, physical stature, etc.</p>
Workplace	<p>operational facilities, for instance:</p> <ul style="list-style-type: none"> • Office, Company’s Shop, etc. • Place of Company’s functional events • Place of work assigned for a business mission • Place of conference or training <p>This applies throughout the course of a business mission, for instance: /</p> <ul style="list-style-type: none"> • During a business trip • During a business telephone conversation • During any use of electronic devices for business purpose etc.


4. Implementation

To prohibit discrimination in the zero-tolerance approach and harassment in any forms within the organization, the Company has set the guideline as follows:

4.1 Recruitment and Selection

- 4.1.1 No discriminatory wording in job vacancy advertisement.
- 4.1.2 Recruitment and selection shall not be discriminatory on the basis of race, ethnicity, nationality, family background, skin color, belief, religion, social status, sexual orientation, gender, age, physical stature, disability, spoken language, marital status or any particular features causing discriminatory incidents. It shall only be on qualifications required for the job vacancy.
- 4.1.3 Salary, welfare and working condition offered must be fair to all candidates on the same standard of the vacant position.

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4.1.4 Application and supporting documents must be kept confidential, not disclosed to uninterested persons and the user of those documents must be identified.

4.1.5 Any psychometric test and pre-employment medical check-up must be related to working requirements.

4.2 Human Resources Development

4.2.1 Development programed must be equally arranged and not discriminatory for all staff depending on their training required for the current position and for his/her career progression.

4.2.2 Approval for training must be no discrimination.

4.2.3 Awareness raising programed of the requirements in this Policy shall be developed and promoted to all employees through training.

4.3 Performance Appraisal

Performance appraisal guidelines must be clear, transparent, and based on actual performance including behavior conform to the Company's values. The appraisal process should be conducted in a face-to-face meeting in order to mutually reflect upon the appraisal results.

4.4 Employee's Compensation

Compensation and promotion must be in accordance with applicable policy, on the basis of transparency and accuracy under the same standards.

4.5 Transfer / Exit

4.5.1 Transfer process must be equally fair in careful consideration given to career progression opportunities and without discrimination.

4.5.2 Dismissal from the Company must be on the ground of the performance measured as inadequate to the Company's standards and remaining unchanged despite opportunity given for his/her improvement and follow-up efforts by the Company or disciplinary actions causing dismissal or health problems based on medical doctor's diagnosis, or any other reasons which are not regarded as discrimination.


5. Reporting guidelines when encountering discrimination and harassment incidents.

5.1 The harassed employee speaks to the offender for the unwelcome behavior to cease immediately.

5.2 If the offender continues such behavior, the harassed employee reports to his/her direct supervisor or supervisor's hierarchical superior or Human Resources Manager, as deem appropriate.

5.3 Related Human Resources (Division Manager or above) investigates and gathers information from the offender and the harassed employee, as well as witnesses (if any) within 7 days from the date of reported incident.

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5.4 Related Human Resources (Division Manager level or above) sets up an investigation committee comprising at least 4 members:

- 1) Manager level or above from the offender's Department unit
- 2) Directors level or above from any other Department not involved in the incident.
- 3) Manager level or above from Human Resources Department.
- 4) Head of Internal Audit

5.5 Impose disciplinary actions to the offender or any party having made false accusation, based on the investigation committee's deliberation and verdict.

5.6 If it is a criminal case and involves a law firm, Legal officer must be involved.

6. Penalty

- 1) Disciplinary

the Company shall impose the disciplinary penalty according to the Company's regulation.

- Verbal Warning
- Written Warning
- Be suspended from job
- Dismiss

- 2) Legal punishment

Civil and commercial laws/ Criminal laws.


7. Complaints / Report

7.1 The harassed employee who reports the incident will be protected and will not receive any negative impact due to the reporting of such incident.

7.2 All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Director of Humanize Resource will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Humanize Resource department.

7.3 Every employee must exercise caution when performing duty to prevent human rights violations; be vigilant about diversity and inclusion; and do not willfully ignore any act considered violation of the rights of an individual related to SCG Packaging, and shall report the incident to supervisors or responsible parties as well as cooperating in fact finding processes. Should there be any inquiries, the employees may consult their supervisors or responsible parties through designated channels.

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8. Flow Chart / Work process

- None

9. Cautions / Suggestions / Additional comments

If any employee who found any violation or failure to comply with the harassment must reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Humanize Resource Director or Chief Executive Officer other appropriate corporate officer. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

10. Monitoring and Measuring Process

The Company shall consider amendment to Non-Discrimination and Anti-Harassment Policy as well as manuals, requirements, procedures, and all relevant forms in consideration of the accuracy, appropriateness, adequacy.

11. Reference

11.1 Code of Ethics and Business Conduct of Ratchaphruek Hospital Public Company Limited

12. Related Documents

12.1 Human Rights Policy (HP-GLD-013)

12.2 Diversity and Inclusion Policy (HP-GLD-012)

Note: This policy is approved by the Board of Directors Meeting No.3/2022 on 6 August 2022 and is effective from 6 August 2022 onward.

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Ratchaphruek Hospital 456 Mittraphap Rd.,Muang Khon Kaen Thailand 40000